

**Request for Proposal  
Comprehensive Inmate Health Care Services  
Lackawanna County Prison  
RFP#289-20-209**

**REQUEST FOR PROPOSALS  
FOR  
COMPREHENSIVE INMATE  
HEALTH CARE SERVICES  
TO BE FURNISHED TO THE  
LACKAWANNA COUNTY PRISON  
SCRANTON, PA  
RFP# 289-20-209**

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NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County") at 123 Wyoming Avenue, 6th Floor, Scranton, Pennsylvania, 18503, until Thursday, August 20, 2020 at 2:00 P.M. prevailing time for comprehensive inmate health care services at the Lackawanna County Prison.

**PURPOSE**

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide comprehensive inmate health care services for the Lackawanna County Prison. A qualified firm and/or individual will be selected through a fair and open process.

**PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL**

Four (4) copies of the proposal are to be sealed and plainly marked with Project Name and RFP# 289-20-209 and contain all required documents including amendments. All proposals must be received by the Lackawanna County Chief of Staff 123 Wyoming Avenue, 6th Floor Lackawanna County Government Center at the Globe, Scranton, PA 18503, no later than 2:00PM prevailing time on August 20, 2020. All Proposals shall be sent by courier (FedEx, UPS etc). No hand delivered bids will be accepted. Reviews of the proposals may begin anytime after that date and time. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone or email is not permitted.

A Mandatory Prison Tour will be conducted on June 25, 2020, 10:00AM at the Lackawanna County Prison 1371 N Washington Avenue. In light of the current Covid19 Emergency, the Prison Walk Through may be delayed or conducted using other electronic media such as a virtual tour. In order to attend the walk through, Respondents are required to register with Warden Timothy Betti by email ([bettit@lackawannacounty.org](mailto:bettit@lackawannacounty.org)) providing their name, phone number and the company they represent by June 18, 2020. To avoid any possible email problems, Respondents must also call 570-963-6639 extension 4522 to confirm submission of the Registration Email. No unregistered persons shall be allowed to attend the walk through. No proposals shall be accepted from Respondents who do not attend the Mandatory Prison Tour or participate in the other electric tours that are made available.. Respondents are required to monitor the Lackawanna County Website for RFP Amendments.

Lackawanna County reserves the right to reject any or all proposals.. Any questions should be emailed to Chief of Staff Brian Jeffers. Email: [jeffersb@lackawannacounty.org](mailto:jeffersb@lackawannacounty.org)

**CRITERIA FOR EVALUATION OF PROPOSAL**

Each response shall be evaluated by a select committee, as established by the County Commissioners, to determine if the respondent meets the qualification criteria of the solicitation and if the technical specifications in the response are acceptable. Discussions may be held with individual respondents who meet the qualifications and experience criteria in order to clarify any technical specifications in their response.

The responses to the RFP will be evaluated for content based on the proposer's qualifications

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(i.e., organization's history and background), the proposer's financial capability to perform the requirements outlined in the RFP, the merits of its proposed program of services related to the delivery of comprehensive inmate health care services (technical specifications) and the cost considerations associated with their response.

In addition, the County retains the right to negotiate specifications, terms and conditions, including final contract price with one or more of the proposers receiving favorable consideration.

**COLLUSION AMONG RESPONDENTS**

Multiple responses from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection unless specifically permitted in the solicitation. Reasonable grounds for believing that a respondent has an interest in more than one response for the work contemplated may result in rejection of all responses in which the respondent is interested. Any or all responses will be rejected if there is any reason for believing that collusion exists among the respondents. Participants in such collusion may not be considered in future bids or proposals for the same work. Each respondent, by submitting a response, certifies that it is not a party to any collusive action. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the work.

**EXPENSES INCURRED IN PREPARING RESPONSE**

The County of Lackawanna accepts no responsibility for any expense incurred in the preparation and presentation of a response. Such expense is to be borne exclusively by the respondent.

**QUALIFICATION OF RESPONDENTS**

Each respondent may be required, before the award of any contract, to show to the satisfaction of the County that it has the necessary facilities, ability, and financial resources to furnish the services herein specified in a satisfactory and professional manner. The respondent may also be required to show past history and references which will enable the County to be satisfied as to the respondent's qualifications (see Respondents Response Requirement section below).

**DEBARRMENT STATUS**

By submitting a response, the respondent certifies that it is not currently debarred from submitting bids and/or proposals on contracts with Lackawanna County, Pennsylvania or any political subdivision or agency of the Commonwealth of Pennsylvania, and is not an agency of any person or entity that is currently debarred from contracting with Lackawanna County, Pennsylvania or any political subdivision or agency of the Commonwealth of Pennsylvania.

**OBJECTIVES OF THE RFP**

Each respondent to the RFP will be evaluated as to its achievements and compliance with the following stated objectives:

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1. To deliver high quality health care services that can be audited against established standards.
2. To operate the health care program in a cost-effective manner with full reporting and accountability to the Warden and his/her designee.
3. To operate the health care program at full staffing and use only licensed, certified, and professionally trained personnel.
4. To implement a written health care plan with clear objectives, policies, and procedures for annual evaluation of compliance.
5. To operate the health care program in compliance with standards established by the National Commission on Correctional Health Care (NCCHC) and obtain NCCHC accreditation. ACA accreditation may be substituted for NCCHC.
6. To maintain an open and cooperative relationship with the administration and staff of the Lackawanna County Prison.
7. To provide a comprehensive program for continuing staff education at the Lackawanna County Prison.
8. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular periodic basis.
9. To operate the health care program in a humane manner with respect to the inmate's right to basic health care services.
10. To provide for a fair and objective proposal that will result in a mutually satisfactory contract between the successful proposer and Lackawanna County.

**RESPONSE REQUIREMENTS**

The County requires respondents to meet the following requirements. Failure to meet each of these requirements will result in the Respondent's disqualification from further consideration. Responses, including all appropriate documentation, should be provided to each requirement in the order the requirement is listed hereafter.

1. The respondent must be an organization existing for the primary purpose of providing comprehensive health care services (including medical, dental, and mental health services) within correctional facilities.
2. The respondent will be required to provide resumes of their proposed onsite management team (the Medical Director and Program Administrator) who will direct the operations of the Health Care Program at the Lackawanna County Prison in their proposal or within two weeks after notification of favorable consideration and negotiation.
3. The respondent must also comply with the medical standards from Title 37 of the Code for the Commonwealth of Pennsylvania.
4. The respondent shall provide written policies and procedures that detail how their program objectives will meet AMA, NCCHC and Pennsylvania Department of Corrections standards with the proposal.
5. The respondent must provide and maintain the following minimum limits of insurance coverage

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during the period of contract performance

- A. Comprehensive General Liability
- \$1,000,000 Bodily Injury and Property Damage per occurrence and \$3,000,000 aggregate for bodily injury and property damage with no annual aggregate on an occurrence form.
  - Comprehensive General Form
  - Extended Business Liability Endorsement
  - Products/Completed Operations (to be provided for minimum of 24months after completion of work)
  - Broad Form Contractual Liability
  - Personal Injury Liability
- B. Comprehensive Automobile Liability
- \$1,000,000 Combined Single Limits for bodily injury and property damage with no annual aggregate on an occurrence form.
  - Statutory Uninsured Motorist Coverage
  - Hired and Non Owned Coverage
  - Motor Carrier Act Endorsement
- C. Professional Liability
- \$1,000,000 per occurrence of claim made, with an annual aggregate of \$3,000,000, if claim made insurance is offered by the Proposer then a Tail Policy must be purchased to cover the Statutes of Limitations and Statute if Repose for filing of lawsuits in Pennsylvania. The proposer must provide annual proof of the “tail” policy for the period of the contract and through the Statute of Limitations of the State after the policy termination.
- D. Worker’s Compensation and Employer’s Liability
- Statutory Coverage for Pennsylvania
  - Employer’s Liability up to \$1,000,000
  - Broad Form All States Endorsement
6. Prior to commencing work under a resultant contract, the successful Proposer shall furnish the Lackawanna County Prison Warden and the Lackawanna County Deputy Director of Risk Management with a Certificate of Insurance naming Lackawanna County as an additional insured, giving a ninety, (90), day notice of cancellation, non-renewal, or change in insurance coverage. Any cancellations or lapses of insurance affecting any jail (or Hospital) facility under contract shall be deemed a material breach.
7. The respondent/contractor shall guarantee accreditation by the National Commission on Correctional Health Care (NCCHC).
8. The respondent may be required to submit a signed Authorization-Release in favor of the Lackawanna County Prison so that inquiry may be made of any and all organizations to which respondent has furnished or is furnishing comprehensive inmate health care services.
9. The respondent will provide a Dunn and Bradstreet Report on their firm.
10. Records involved in the services provided under the proposed agreement may be deemed to be “Public Records” under the Pennsylvania Right to Know Act. Any agreement with

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the County of Lackawanna will contain language that will require the contractor to turn over in a prompt fashion any records that are requested under the Act that are deemed by the County to be a public record.

## **SCOPE OF WORK**

This section describes the Health Care Delivery System and the Program of Services that will be required by the Lackawanna County Prison under a contract for inmate health care. All requested and provided inmate health care services shall be in accordance with the American Medical Association (AMA) Standards, the Directives of the Pennsylvania Bureau of Corrections, and the National Commission on Correctional Health Care, relating to health services in correctional institutions and will comply with all applicable state and federal laws and regulations, relating to medical services in correctional institutions in the Commonwealth of Pennsylvania.

### **A. Receiving Screening and Access to Treatment**

Immediately upon the arrival of each inmate at the prison, correctional personnel will perform a preliminary health assessment or receiving screening. Screening must take place to comply with time periods established by Title 37 and NCCHC standards. A standard form in accordance with NCCHC standards approved by the Medical Department and Warden will be used to record the information gathered during this receiving screening process.

At a minimum, the preliminary process will include the following:

1. Documentation of current illnesses and health problems, including medications taken and special health requirements.
2. **Screening of female inmates for pregnancy. In the result of a positive pregnancy test, arrangements shall be made to immediately provide the inmate with an ultra sound procedure preferably in the first trimester of pregnancy.**
3. Screening of health problems.
4. Behavior observation, including state of consciousness, mental status, and whether the inmate is under the influence of alcohol or drugs or poses a risk of suicide.
5. Notation of body deformities, trauma markings, bruises, lesions, eases of movement, etc.
6. Condition of skin and body orifices, including infestations;
7. Screening tests for tuberculosis, syphilis, as well as testing for AIDS virus where clinically indicated or upon presentation of positive history. Individual consent or Court Order is needed for HIV Blood Test;
8. Status classification to succinctly identify the inmate's health status.
9. Referral of the inmate for emergency health services, or additional health services, as may be necessary.

If, as a result of the receiving screening, it is apparent that an inmate requires medical

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attention, then the inmate will be immediately referred for treatment. The appropriate level of treatment (i.e., treatment in-house by a member of the professional health services staff or referral out to a hospital or some other community-based health services) will be determined after an evaluation of the inmate's condition.

The AMA Standards require that information regarding access to the health care services be communicated orally and in writing to inmates upon their arrival at the prison. To meet this essential standard, the contractor will develop notices, printed in both English and Spanish that will be posted and pointed out to all inmates upon arrival at the prison to advise them of how to access the Health Care Delivery System.

## **B. Detoxification**

In connection with the receiving screening process, it is frequently determined that a new inmate is suffering from drug and/or alcohol abuse. If this diagnosis is made, an appropriate course of treatment, including a medically approved and supervised detoxification program, will be initiated. An in-house detoxification will be developed.

The prison requires that all inmates be screened during the receiving screening process and evaluated during the health assessment for their use of or dependence on drugs and/or alcohol.

Inmates reporting the use of alcohol, opioids, stimulates, sedative hypnotic drugs or other legal or illegal substances shall be evaluated for their degree of reliance on and potential for withdrawal from these substances.

The contractor will establish formal detoxification procedures for their staff to follow as to inmates who are classified as "ambulatory detoxifying patients", and thus may be appropriately treated inside the prison.

This classification of abuser has normal vital signs, is sufficiently stable and alert and otherwise healthy, but addiction or withdrawal symptoms are apparent. General guidelines to be followed in the treatment of such cases are as follows:

1. All inmates being detoxified must be seen by a physician as soon as possible and a physician approved individualized treatment plan will be initiated.
2. The contractor will use a non-methadone method for detoxification of heroin abusers, except in special instances (e.g., pregnant women) that may require methadone maintenance.
3. Inmates who are withdrawing from drugs and/or alcohol or who are being detoxified will be observed closely and treated promptly.
4. Inmates withdrawing from drugs and/or alcohol shall be placed in a suitable area (e.g., -medical cells) where there is close observation at the discretion of the doctor.

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5. The inmate will be evaluated on an ongoing basis by a nurse during the detoxification process. A physician will supervise the inmate's progress and modify the treatment plan accordingly.
6. The inmate will be made aware of appropriate community agencies that he/she may contact after discharge for rehabilitation help.

Another problem, which is frequently associated with the intake process and the first stages of incarceration, is the risk of suicide, especially with the first-time commitments, or in instances involving drug and/or alcohol addiction and withdrawal. A Suicide Prevention Program shall be provided to the prison employees by contractor in view of the risk. The program presented will be in coordination with the Prison Administration and/or Training Lieutenant. Observation of the inmates housed in the special needs unit is the responsibility of the medical staff.

### **Medication-Assisted Treatment Option**

Medication-Assisted Treatment (MAT) is the use of medications, in combination with counseling and behavioral therapies, to provide a “whole-patient” approach to the treatment of substance use disorders. Research shows that a combination of medication and therapy can successfully treat these disorders, and for some people struggling with addiction, MAT can help sustain recovery. MAT is primarily used for the treatment of addiction to opioids such as heroin and prescription pain relievers that contain opiates. The prescribed medication operates to normalize brain chemistry, block the euphoric effects of alcohol and opioids, relieve physiological cravings, and normalize body functions without the negative effects of the abused drug. Medications used in MAT are approved by the Food and Drug Administration (FDA), and MAT programs are clinically driven and tailored to meet each patient’s needs. Combining medications used in MAT with anxiety treatment medications can be fatal. The Proposer may offer an alternative price proposal which includes or is based on the Medication-Assisted Treatment Option.

### **C. Health Assessment**

NCCHC Standard Health Assessment calls for comprehensive medical history and physical examination to be performed within fourteen (14) days of the inmate’s admission to the facility by a licensed professional health care provider. The health appraisal will include, as required or if clinically indicated:

1. Review of the preliminary health evaluation performed during the intake screening.
2. Additional data necessary to complete a standard history and physical examination.
3. Routine lab work as follows:
  - Complete Blood Count (as required)
  - Urinalysis (as required)
  - VDRL (syphilis)
  - PPD (tuberculosis)
4. Additional lab work as directed by the physician for any particular medical or health



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problems discovered.

5. Dental screening and hygiene services.
6. Standardized visual and auditory examinations.
7. EKG for all offenders aged 35 or older as clinically indicated.
8. Additional tests, as required, based on the original screening tests (e.g., chest x-ray, sputum test and hospitalization, if required).
9. Mental health screening and, if needed, referral to a mental health care provider.
10. Height, weight, pulse, blood pressure and temperature.
11. For females, the collection of a culture for gonorrhea and a pap smear (over age 25), inquiry about menstrual cycle and unusual bleeding, contraceptive medications, the presence of an IUD, breast masses and nipple discharge and possible pregnancy; pre-natal and post-natal care and delivery, if applicable.

When it is determined that inmates require medical treatment, they will be referred to see the physician at the next sick call or, if deemed necessary, will receive immediate medical treatment by the physician.

Inmates incarcerated for over a year will be given an annual physical examination.

In accordance with NCCHC Standards - “Special Needs Treatment Planning”, if the health appraisal establishes that an inmate has a chronic health problem, such as HIV, Hepatitis C, Diabetes, Epilepsy, etc., the physician will initiate a Specialized Treatment Plan for the individual inmate.

#### **D. Daily Triage of Complaints**

In order to assure that inmate health problems and complaints are handled promptly and to assure that the appropriate level of medical services is provided in the most efficient manner, the contractor will operate the Health Care Delivery System in a structured triage modality.

The responsible physician will implement the triage system, which will be followed by all health care personnel. This will assure that inmates receive the appropriate level of care and that their complaints are properly processed and resolved.

Inmate health complaints (written and oral) will be received daily by the nursing staff. As the first step in the triage system, the inmate will be seen by a nurse and receive appropriate treatment within the scope of the Nurse Practice Act. Those inmates requiring a higher level of services will be referred to the physician or dentist or to the appropriate mental health professional.

If the physician, dentist or psychiatrist determines that the inmate's condition requires specialized treatment or medical resources beyond those available within the prison's health care system, then an appropriate referral to outside medical services will be made.

#### **E. Sick Call**

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In accordance with NCCHC Standards - Sick Call will be conducted daily by a physician or other professional medical personnel. As noted previously, the majority of inmates to be seen by the physician will have been screened as part of the formal triage system. The total hours of sick call will be at the discretion of the Medical Department.

An inmate's custody status can preclude his or her attendance at sick call, and arrangements will be made to provide sick call services to segregated inmates as required by NCCHC Standards on Health Evaluation of Inmates in Segregation. The Segregated Housing Areas are to be visited a minimum of three (3) times a week.

Of necessity, appropriate documentation will be recorded and maintained for all inmates seen at Sick Call. This information will be incorporated into the inmate's permanent medical record. An inmate's medical record will contain appropriate entries documenting each sick call encounter (i.e., an inmate's specific health complaints, the assessment of the health care professional who saw the inmate, the prescribed treatment plan, and any follow-up encounters up to the point of medical resolution of the problem). This will assure that all inmates' health complaints are promptly and properly handled, documented and followed through to a satisfactory resolution.

## **F. Medical Department**

The Lackawanna County Prison operates a Medical Department on site. The following services shall be provided:

- 1. A physician on site at a minimum of four days per week for no less than 24 hours per week.**
2. A physician on-call twenty-four (24) hours per day.
3. A full time Nurse Practitioner or Physician's Assistant on site and on call.
4. A full time Director of Nursing (Contract Administrator).
- 5. Psychiatrist on site a minimum of 16 hours per week and on call 24 hours per day.**
6. Full time Registered Nurse (RN) on site 24 hours per day.
7. Dentist on site a minimum of 6 hours per week.
8. Health care personnel on duty twenty-four (24) hours per day.
9. Clerical staff on duty a minimum of 40 hours per week.
10. A manual of nursing care procedures.
11. A separate and complete medical record for each inmate.

The contractor shall comply with these requirements with respect to the management and operation of the Medical Department at the Lackawanna County Prison.

## **G. Hospital Care**

When it is medically necessary to transfer an inmate to an acute care hospital for treatment,

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the contractor will contract the facilities and services of an accredited local hospital(s) acceptable to the Warden.

The contractor will arrange for, monitor and pay for all inpatient hospitalizations up to the limits included in the pricing section of this proposal, including physicians' charges and other related costs.

Throughout any inpatient confinement, the contractor will continually monitor the medical necessity for the confinement and will seek to have the inmate discharged as soon as conditions permit. To provide continuity of care, a Discharge Summary will be obtained from the hospital upon the inmate's release.

Approval procedure for federal inmates/detainees shall be followed for hospital admissions.

#### **H. Specialty Services**

If an inmate has a condition, which can only be treated by a medical specialist or in a clinic, the contractor will make arrangements with outside specialists for the provision of specialty care. The contractor will schedule, coordinate and pay for this care. It is preferred the outside specialists will come to the prison to provide their services.

#### **I. Emergency Services**

Certain members of the professional health care staff, including the Health Services Administrator, the physician, and psychiatrist, will have twenty-four (24) hour on-call responsibility for any emergency that may arise. Twenty-four (24) hour staff nursing coverage will be provided.

In the event of an emergency, the on-site medical staff will immediately respond to the scene to assess and stabilize the inmate. If necessary, other medical personnel will be notified and will respond. The inmate will be stabilized and, if warranted, transferred to a hospital Emergency Room or Emergency Care Center for further treatment. The staff nurse on duty will contact the emergency facility and verbally describe the symptoms and provide details regarding the inmate's condition. A written report will accompany the inmate.

When emergency transportation is required, the nurse will decide whether an ambulance or security van is required and then coordinate appropriate arrangements.

The contractor will pay for emergency ambulance services when necessary. The ranking custody officer (Shift Commander) shall have the authority to order any inmate transported to the emergency room for evaluation regardless of objections by the medical department.

#### **J. Ancillary Services**

The contractor will perform any routine laboratory tests at their discretion, which can appropriately be conducted inside the prison. When it is necessary to use outside laboratory services, the on-site health care personnel will be expected to draw all specimens and prepare them for transport to the appropriate laboratory. All specimens will be collected in

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accordance with accepted laboratory standards. They will be properly stored and labeled prior to being sent out for processing. The contractor will use laboratory testing facilities and services of a nationally known and accredited independent laboratory and transmit the results of these tests back to the contractor via CRT terminals, if warranted by the on-going volume.

All results, when returned, will be checked by the nurse on duty. The results will first be forwarded to the staff physician for reading and then filed as part of the inmate's medical record. The physician will be notified immediately by the nurse if any grossly abnormal lab value is detected.

Routine x-rays can be performed within the institution by a certified x-ray technician using mobile x-ray equipment. This should eliminate the transportation and security costs associated with sending inmates to outside facilities for x-rays. BICE inmates scheduled for deportation shall have x-rays or results available the day before the scheduled transport.

### **K. Dental Care**

Basic dental care will be provided to each inmate under the direction and supervision of a licensed dentist using the dental operator on-site at the prison. Dental services will be provided in compliance with the NCCHC Standards.

Each new inmate will receive a dental screening and dental hygiene service as part of the health assessment. Dental symptoms or conditions will be recorded. The inmate will receive immediate dental treatment if an emergency condition exists, or be scheduled for a follow-up appointment within three months. Dental services will be provided as clinically indicated including:

1. Charting of decayed, missing, and filled teeth and recording a complete dental history.
2. Basic dental services including, but not limited to extractions.
3. Dental x-ray services for diagnostic and treatment purposes.
4. Oral surgery as may be clinically indicated either on-site or off-site, as the case may dictate.
5. Maintenance of a permanent dental record for each inmate to be included with the inmate's medical record.
6. Follow-up examination for each inmate held over six months.

The contractor shall be responsible for maintaining the equipment, cost of supplies, purchase of any new instruments, etc.

### **L. Mental Health Services**

Mental health services will be available to all inmates from the time of their commitment to the prison until their release, with referral services available to them after release. The contractor will provide psychiatric and psychological services as clinically indicated and legally required within the prison. Prison provides a Masters level Mental Health worker who is employed by the Scranton Counseling Center and the contractor must provide a full-time nurse to assist this position when necessary.

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The Receiving Screening completed on all inmates at commitment will identify prior mental health and substance abuse problems, prior treatments, received prescribed medications, suicidal tendencies, violent or disruptive behavior and possible need for further referral.

Following this initial determination of need, inmates will be referred to the psychiatrist or psychologist as clinically appropriate. During incarceration, services provided will include evaluation by the psychiatrist, ordering of medications, group or individual counseling, and diagnostic or psychological testing. Previous providers will be contacted to confirm treatment programs, medications, pertinent mental health histories and suggestions for further treatment.

Each psychiatrist utilized at the prison must provide the following services:

Review and approval of any existing complete psychiatric evaluation and treatment plan including a DSM-V diagnosis and an appropriate treatment medication management plan

Ongoing monitoring of the medication management plan and any changes that are made in conjunction with the PA or nurse practitioner

Final approval for removal of suicide watch

## **M. Medical Records**

The Lackawanna County Prison has established the following policies and procedures concerning medical records:

1. Inmates will not have access to medical records unless proper procedures for review are followed.
2. **Each inmate will have a separate and complete electronic medical record.**
3. Medical records will be maintained separately from an inmate's legal/confinement records.
4. All health care professionals, i.e., physicians, psychiatrists, nurses, etc., will record all patient contacts on one charge. Separate charts should not be maintained by each professional or specialty.
5. The physician must sign off on every x-ray, lab or specialty consult report before it is placed in the charge. This will assure continuity of care.
6. **All medical records will be kept locked and be secured from routine traffic. Only medical staff will be permitted access to the records. The Warden or his/her designee shall have unrestricted access to any and all records.**
7. A Medical Flow Sheet will be transferred with an inmate when the inmate is transferred to another institution unless otherwise requested by the Prison Administration.
8. Upon written authorization of an inmate, medical record information will be released to specific, designated physicians in the community.
9. All records will be retained for a minimum of seven (7) years, or as long as legally

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required. Records shall be considered the property of Lackawanna County.

10. The person in charge of medical records will maintain a current list of inmates who are convalescing or who have chronic conditions. The physician will review the care and treatment plans for these inmates at least weekly.
11. The file folder and other equipment costs needed to provide medical records shall be the responsibility of the contractor.
12. Electronic Medical Records - This proposal shall include an electronic medical records system to be implemented and in full operation by the end of the first year of the contract, at no additional cost to the Lackawanna County Prison.

**N. Pharmaceutical**

The contractor shall be responsible for providing, dispensing and managing all pharmaceuticals and shall provide a program in accordance with National Commission on Correctional Health Care. **Including, for released inmates, a seven (7) day supply of pharmaceuticals and written notice of medication provided to the Point of Release Authority.**

**O. Special Needs Treatment Planning**

The contractor will provide all special health care services required including, but not limited to, chronic and convalescent care, pregnancy and special diets (meeting all pertinent NCCHC Standards).

Individual treatment plans will be developed for all chronically ill and convalescing inmates. Examples of chronic illness include diabetes, hypertension, asthma, and epilepsy.

Convalescing inmates include those recovering from fractures, inpatient surgical procedures, and hepatitis and other communicable diseases. The type of treatment would be determined by the needs of the individual inmate, but would include such things as medications, special diets, physical therapy, laboratory tests or dressing changes. Each treatment plan would be initiated by the physician and detailed in the individual medical record.

Medical preventative maintenance and health education will also be available to all inmates.

**P. Health Education**

The contractor shall provide health education services, including inmate health education and give a medical information class to new staff trainees. The contractor shall provide a detailed program.

**Q. Coordination with the Administration and Staff**

The contractor shall provide a plan to assure that appropriate coordination with correctional administration and staff is maintained.

1. The Medical Program Administrator shall meet with members of the Prison

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Administration at least once a week. Designated medical administrators may be required to attend scheduled weekly staff meetings.

2. The Regional Administrator (if applicable) shall meet with the Warden and/or Assistant Warden monthly.
3. The contractor shall regularly confer with the facility administration at these meetings regarding any existing health related procedures at Lackawanna County Prison and any proposed changes in health related procedures, as well as any other matter which either party deems appropriate including but not limited to its suicide prevention program.

**R. Policies and Procedures**

The contractor shall provide and develop comprehensive written policies and procedures that detail how their program objectives will meet AMA, NCCHC and Pennsylvania Department of Corrections standards with proposal. All policies of the successful contractor, which are in effect written or otherwise at Lackawanna County Prison, and involve any responsibility of the security personnel shall be specifically discussed on an annual basis with the Warden and his/her designee especially to the extent such policy is required by NCCHC guidelines.

**Copies of applicable policy and procedures shall be included in the submitted proposal.**

**S. Monthly Reports**

The contractor shall provide a monthly narrative and statistical report with supporting data to the Warden, Deputy Warden **and others as required by State, Federal, or local laws explaining the activities during the month.**

**T. Quality Assurance**

The contractor shall provide a written plan of quality assurance procedures/program with the proposal.

**U. Staffing**

Each member of the health care staff must be properly licensed, pass a criminal record check through the Lackawanna County Prison and must receive appropriate orientation and training before assuming responsibilities within the Lackawanna County Prison. The staff will follow the security procedures established by the Warden. The Warden reserves the right to have any contractor-employee removed/terminated from working at the facility.

It is not appropriate to contact the incumbent provider or their staff for information.

**V. Liability and Hold Harmless Clauses**

The contractor assumes responsibility for any liability arising from the administration or delivery of health care services. The contractor, not the county, will handle all lawsuits and pay all associated legal costs and settlements, if any. The contractor will provide necessary professional and malpractice liability coverage, general liability coverage, workers' compensation and employers' liability coverages. The contractor shall name the County of Lackawanna as the "additional insured" on its insurance policies.

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**The contractor and any subcontractors must submit in writing to agree to indemnify, hold harmless and defend the Warden, the County of Lackawanna and the Prison Board, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising or allegedly arising out of the provision of medical care at Lackawanna County Prison or in the operation and maintenance of the aforesaid program of health care services conducted by the contractor, its subcontractors, and its agents, servants, employees and medical staff, it being the express understanding of the parties hereto the contractor shall provide or arrange for, the actual health care services, and have complete responsibility for the health care services. Such claims, actions, lawsuits, damages and liabilities shall relate to both the medical treatment and care omitted by the contractor.**

**The contractor shall be permitted to enter into subcontracts for the health delivery program at Lackawanna County Prison, as the contractor deems necessary with prior approval of the prison. The contractor shall be responsible for the performance of and for payments to its subcontractors for services rendered to the prison. The contractor shall provide in subcontractor contracts that subcontractor has no direct cause of action against the prison and that subcontractors can only proceed against the contractor if a cause of action exists, such subcontractor will agree to hold harmless and defend the Warden, the County of Lackawanna and the Prison Board, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising or allegedly arising out of the provision of medical care at Lackawanna County Prison or in the operation and maintenance of the aforesaid program of health care services conducted by the subcontractor from such performance under the contract, and its agents, servants, employees and medical staff, it being the express understanding of the parties hereto the subcontractor shall provide or arrange for, the actual health care services, and have complete responsibility for the health care services. Such claims, actions, lawsuits, damages and liabilities shall relate to both the medical treatment and care omitted by the subcontractor. The Proposer will not sell, assign, transfer, nor convey any of its rights except with the written consent of the County or its designee. All contracts for services and or activities subcontracted by the Proposer in order to meet the obligations of this RFP must be entered into and completed within fifteen days of the contract start date. After contract start date no subcontracted services and or activities contracted between proposer and subcontracted parties may lapse or remain unassigned more than thirty (30) days.**

## **W. Accreditation**

The contractor shall guarantee accreditation by the National Commission on Correctional Health Care (NCCHC) and its Standards for Health Care Services in Jails or agree to payment of a penalty of \$50,000.00 for failure to obtain/maintain NCCHC Accreditation throughout the contract.

## **X. Miscellaneous Costs**

The contractor shall be responsible for all costs of management of the Prison Medical



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Department such as copy machine and paper, coffee, sugar, cups, etc.

**Y. Term**

The contract shall be awarded for a three (3) year term beginning at (12:01AM) January 15, 2021 (E.S.T) and ending at midnight (12:00AM) on January 14, 2023 (E.S.T). At the option of the County, renewal of terms may be negotiated.

**Z. Services to be Provided by Contractor**

The decision for elective medical care shall be the sole responsibility of the medical provider.

The contractor will not be responsible for providing elective medical care to inmates. For purposes of the agreement, "elective medical care" means medical care, which, if not provided, would not, in the opinion of the Medical Director, because the inmate's health to deteriorate or cause definite harm to the inmate's well being. Decisions concerning elective medical care shall be consistent with the applicable American Medical Association (AMA) Standards.

**Additional Requirements**

**A. Termination**

Lackawanna County may terminate the contract resulting from this Request for Proposal at any time the Proposer fails to carry out its provisions. The County shall give the Proposer notice of such termination with stated reasons for the termination. If, after such notice, the Proposer fails to cure the conditions within the specified time period contained in the notice, it shall be the discretion of the County to order the Proposer to stop work immediately and leave the premises or to reinstate the contract based upon corrective action. Either party may terminate the agreement, without cause, upon giving the other party not less than one hundred twenty (120) day's written notice of termination.

**B. Third Party Reimbursements**

Proposer will, where possible, seek third party insurance reimbursement for inmate medical services performed by the Proposer or other outside Medical Services. The Proposer will share all documentation received on insurance of third party claims with the County. The contractor will make every effort and establish operation's procedures to routinely pursue all insurance claims, and other means of subrogation, for medical treatment provided.

The efforts to collect insurance information from the inmates upon booking and the successful performance by the Proposer to seek and collect third party payment for inmate health care services must be demonstrated and reported to Lackawanna County Prison Warden and or its designee on a monthly basis. This responsibility will be closely monitored by the Warden or his designee in order to measure the compliance and success of the proposer. ‘

**C. Injuries Incurred Prior to Incarceration**

The contractor will not be financially responsible for the costs of any medical treatment or

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health care services provided to any prisoner prior to the prisoner's formal booking and commitment into the facility.

**D. Inmates Outside the Facilities**

Health Care Services are intended only for those inmates in the actual physical custody of Lackawanna County Prison. This includes inmates, or persons committed by a court order to prison, under guard in outside hospitals.

**E. Care and Treatment Requirements**

Written manual of standardized policies and defined procedures by the health care authority and Lackawanna County Prison must be reviewed at least annually and revised as necessary under direction of health care authority with approval of the Lackawanna County Prison Warden. A copy of all policies in effect must be provided to the Warden.

The Proposer shall make provisions for necessary laboratory and x-ray services. All abnormal laboratory and x-ray results shall be reviewed and signed off by a physician with a follow up plan of care outlined.

**F. Price Proposals**

To assist with the determination of the proposed contract price, average monthly inmate census of the detention system for the past six-month period has been approximately 700. For purposes of the Proposal, the Proposer should anticipate an inmate population of 700. The contractor will provide comprehensive inmate medical health care services and administrative staffing and services to the Lackawanna County Prison as described in this proposal on a "Cost Plus" basis for a three (3) year period. The "Cost Plus" model would include payment to the provider by the County of estimated costs at the beginning of each month, with a reconciliation of Costs to the amount advanced three months after the initial payment, and every month thereafter. Any adjustment to the payment in advance as a result of the reconciliation would be paid in the following month's advance. In addition, the agreed upon annual profit will be paid 1/12 per month on the first of each month.

The monthly reconciliations would include a listing of checks paid to each vendor, with copies of supporting invoices, copies of checks and bank statements. In addition detailed payroll records, amount per pay period by employee, as well as copies of quarterly payroll reports, Form 941 and Form U/C-2 would be necessary to support payroll expenditures during the period. The contractor will also supply any and all other information reasonably necessary to support expenditures during the period being reconciled, as determined by the County.

As part of the proposal being submitted hereunder, the respondent must supply a budget detailing expected fixed costs to be incurred in providing comprehensive inmate health care services at the Lackawanna County Prison. The budget should reflect staffing levels as well as anticipated remuneration to be paid to employees, expected cost of insurance as it relates to operations at the prison, as well as all other anticipated fixed costs that will be incurred in operations.

The Respondent may offer an optional or additional proposal that utilizes a Medication-

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Assisted Treatment Option (Refer to Page 8).

**G. LIMITATIONS ON CATASTROPHIC ACCIDENT OR ILLNESS**

The Catastrophic Trusts are per year per inmate for the three (3) year contract period and any additional renewals periods.

The contractor shall arrange for the outside medical service for any inmate who, in the opinion of the Medical Director (hereinafter, meaning a licensed physician), requires such care at its own cost. The contractor shall provide the county with the total annual cost associated with inmate medical services rendered outside of the county prison facility for each year of the contract.

The liability of contractor for costs associated with the medical services for inmates rendered outside of the facility will be limited in the following circumstances to the following amounts:

- a) **\$100,000.00** in the aggregate for each contagious illness infecting more than one (1) inmate.
- b) **\$100,000.00** in the aggregate for each injury affecting more than one (1) inmate which injuries arise the same occurrence.
- c) **\$50,000.00** per inmate for each illness/injury or any continuing medical care related to the original injury/illness
- d) **\$800,000.00** in the aggregate for on-site care for the cost of AZT or other AIDS medication

The contractor shall submit a price proposal explaining in detail their programs, costs per year, inmate per diem and catastrophic limits.

**QUESTIONS / CLARIFICATIONS**

Any questions and/or clarifications shall be directed in writing (email) to the persons noted below, on or before 4:00p.m., Friday, July 10, 2020.

Mr. Brian Jeffers  
Chief of Staff  
Lackawanna County  
123 Wyoming Avenue 6<sup>th</sup> Floor  
Scranton, PA 18503  
Email: [jeffersb@lackawannacounty.org](mailto:jeffersb@lackawannacounty.org)

Mr. Timothy Betti  
Warden  
Lackawanna County Prison  
1371 N. Washington Avenue  
Scranton, PA 18507  
Email: [bettit@lackawannacounty.org](mailto:bettit@lackawannacounty.org)

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**SCHEDULE OF PROPOSAL PROCESS**

The following is a tentative schedule of events concerning the proposal process. This schedule may be subject to change if determined necessary by the County or its appointed staff.

<u>Event</u>	<u>Date</u>
RFP Public Announcement and Website Posting	June 3, 2020
Registration for Mandatory Prison Tour	June 18, 2020
Mandatory Tour of Lackawanna County Prison	June 25, 2020 at 10am
Questions/Clarifications Submission Deadline	July 10, 2020 at 4:00pm
Answers Posted on County Website	July 24, 2020 by 4:00pm
Proposal Closing	August 20, 2020 at 2:00p.m.
Lackawanna County Committee Review Complete	August 28, 2020
Tentative Oral Presentation (subject on necessity)	September 3, 2020
Notification of Intent to Award	September 15, 2020
Commence Contract Negotiations	September 16, 2020
Commissioners Approval	September 30, 2020
Contract Signed	October 13, 2020
Operational Start Date	12:01AM, January 15, 2021